

**ADMINISTRATIVE ORDER NO. 2002-1**

**AN ADMINISTRATIVE ORDER**

**BY THE MAYOR**

**AN ADMINISTRATIVE ORDER TO  
IMPLEMENT A HIRING FREEZE  
DURING 2002; AND FOR OTHER  
PURPOSES.**

**RECEIVED**

JAN 15, 2002  
**MUNICIPAL CLERK**

**WHEREAS**, the City of Atlanta is engaged in the development of the 2002 Budget; and

**WHEREAS**, the City collected less revenue than anticipated, but incurred greater expenses than forecast in 2001, which has resulted a substantial budget gap as the year 2002 begins; and

**WHEREAS**, the City incurred unforeseen expenses as a result of the tragedy on September 11, 2001; and

**WHEREAS**, the United States and the State of Georgia are also suffering an economic downturn; and

**WHEREAS**, all City officials recognize that there is a significant gap between anticipated expenses for 2002 and anticipated revenue in 2002; and

**WHEREAS**, the firm of Bain & Company conducted a comprehensive review of the budget proposed by the previous administration on a *pro bono* basis; and

**WHEREAS**, the Mayor has undertaken a multi-faceted approach to address the City's budget crisis; and

**WHEREAS**, that approach began with trimming both the size and the cost of the Mayor's staff; and

**WHEREAS**, the Mayor is working cooperatively with the Atlanta City Council to address budget issues in a comprehensive manner; and

**WHEREAS**, the Mayor has appointed an Acting Chief Financial Officer with significant fiscal experience to guide the City of Atlanta while a national search is ongoing for a permanent Chief Financial Officer for the City; and

**WHEREAS**, the Mayor's approach also includes seeking budget reduction measures from all other departments of City government; and

**WHEREAS**, the extraordinary measure of freezing all non-essential hiring and non-critical purchasing until after the budgeting process is completed is needed to prevent further widening of the budget gap.

**NOW, THEREFORE, BY THE POWER VESTED IN ME AS MAYOR OF THE CITY OF ATLANTA**, pursuant to the City of Atlanta Charter, 1996 GA. LAWS p. 4469, *et seq.*, APPENDIX IV, SECTION 4(3), it is hereby ordered as follows:

**Section 1:** All departments and/or agencies are directed to make no purchases of goods and services that impact the General Fund and Internal Service Fund, unless those purchases are critical to the direct delivery of services to the public.

**Section 2:** Effective immediately, no position which is currently vacant or becomes vacant in the General Fund and Internal Service Fund will be filled, except as provided herein.

**Section 3:** Enterprise and Grant Fund departments and agencies will give preference to qualified permanent General Fund employees, when filling vacancies.

**Section 4:** The following are exempt from the hiring freeze:

- Sworn Police, Fire and Corrections positions
- Appointed positions
- Enterprise and Grant Fund positions

**Section 5:** All extra-help positions shall be vacated. Any permanent employee occupying an extra-help position must be reassigned to a permanent position for which the employee qualifies, by January 18, 2002.

**Section 6:** All internal moves, such as promotions, transfers, reassignments, filling positions out of class, and placing employees at higher steps of the assigned salary grade shall be suspended.

**Section 7:** The Departments of Personnel & Human Resources, Finance and Law are authorized to assist with implementation of this Administrative Order.

**Section 8:** Only the Mayor or designee can approve any exceptions to this emergency measure.

**Section 9:** This Administrative Order shall remain in effect until rescinded by the Mayor.

**SO ORDERED**, this 14<sup>th</sup> day of January 2002.

—

**SHIRLEY FRANKLIN, MAYOR**

**ATTEST:**

**RHONDA DAUPHIN JOHNSON  
MUNICIPAL CLERK**